

# **Semi-Public WALDO:**

## **What is it? Why/how do I use it?**



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# What is WALDO?

**WALDO** is the **Wisconsin Asbestos & Lead Database Online**.

It is the repository of all current and historical information relating to certified persons, companies and their regulated activities in Wisconsin. The data it keeps includes training courses, certifications, notifications and reports of regulated activities conducted, fees paid, and inspections, audits and any enforcement actions taken by the Department.



# Who may use Semi-Public WALDO?

**You** will use Semi-Public WALDO because **you or other staff in your organization** conduct lead investigation activities that require adding data to WALDO.

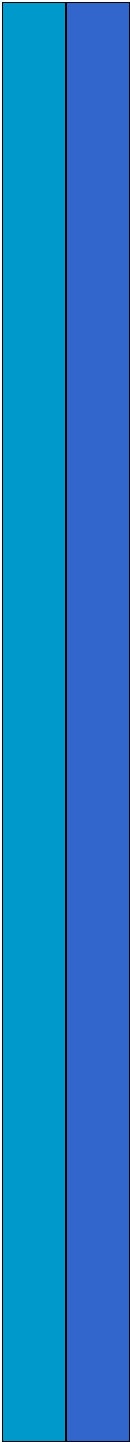
These activities include:

- Lead Clearance
- Lead Hazard Investigations
- Lead Inspections (Full and Partial)
- Lead Risk Assessments
- Registry investigations - Lead-Free and Lead-Safe



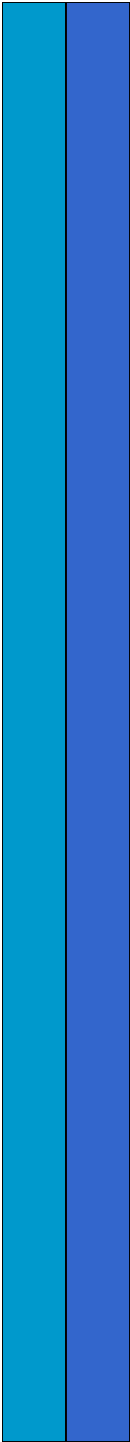
# Must I use Semi-Public WALDO?

You have a choice, of submitting required required reports using Semi-Public WALDO or on paper. We strongly recommend that you submit required reports through Semi-Public WALDO.

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- HFS 163.13 (8), Wis. Adm. Code, requires certified persons (companies or individuals) to give a summary report of lead investigation activities to the Department of Health and Family Services.

Reports may be made by:

- Entering data directly into Semi-Public WALDO, or
- Submitting quarterly activity reports on a form provided by the Department.

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- HFS 163.41-163.42, Wis. Adm. Code, require Lead-Free inspections and Lead-Safe investigations to be entered into WALDO in order to register properties.

This may be done by:

- Entering the investigation data directly into Semi-Public WALDO, or
- Submitting the written investigation report, along with a \$25 fee, to the Department. Asbestos & Lead Section staff will then enter the report information into WALDO for you.



# How do I use Semi-Public WALDO?

**First follow the instructions: “How to Obtain Access”.**

After we process your application for access, we will send you an e-mail with the current website address for Semi-Public WALDO.

**Follow the instructions you are given in the e-mail. If you do not receive an e-mail within 2 weeks, contact us to verify we received your request for access.**

(Save the address for Semi-Public WALDO in your **“Favorites”** or on your desk-top for easy access.)

# Second, follow the instructions: “How to Find a Facility and Unit...”

1. Enter the Username and Password that you chose when you registered with the State.

2. Click on “Login” to continue.

The screenshot shows the ICS Login page in Microsoft Internet Explorer. The page title is "ICS Login - Microsoft Internet Explorer provided by DHFS - State of Wisconsin". The address bar shows the URL: "https://apps3.dhfs.state.wi.us/ICSLogin/?http://apps3.dhfs.state.wi.us/public\_waldo/index.html". The page has a blue header with "wisconsin.gov home", "state agencies", and "subject directory". Below the header is a red sidebar with the "DHFS" logo. The main content area has a "Please log in" section with the text "Please enter your username and password". There are two input fields: "Username:" with the value "boushga" and "Password:" with a masked password "XXXXXXXXXX". Below the fields are "Login" and "Reset" buttons. A green oval highlights the entire login form area. Arrows point from the instructions to the username field and the Login button.

The screenshot shows the ICS Login page with a security alert dialog box. The dialog box is titled "Security Alert" and contains the text: "You are about to be redirected to a connection that is not secure. The information you are sending to the current site might be transmitted to a nonsecure site. Do you wish to continue?". There are "Yes" and "No" buttons. A red oval highlights the dialog box. An arrow points from the instruction box to the "Yes" button. The background shows the same login page as the previous screenshot, but the login form is not highlighted.

If this message pops up, click on “Yes” to enter Semi-Public WALDO

4/13/04



# Semi-Public WALDO: Home Page

■ Your **Home** page upon entering WALDO is the **Facility Search** page.

- This is set as the home page because all data you enter into WALDO is attached to the facility (the location) where you conducted the activity.
- Before you can enter new data into WALDO, you must first search for the facility. It may have been entered in WALDO from a notice of lead work or from another lead investigation. Searching for the address before adding it to WALDO will reduce the possibility of an address being listed twice, with some activities attached to one and some to the other.

# “Home” page for Semi-Public WALDO



The screenshot shows the WALDO web application interface. At the top, there is a navigation bar with the WALDO logo and the text "Wisconsin Asbestos and Lead". Below this, there is a search bar with the text "Search for Facility" and a link "Add a Facility". A red box with the text "Do NOT click on the 'Home' icon in your tool bar" points to a red circle with a diagonal line through it, which is located in the top left corner of the browser window. Another red box with the text "Read these instructions!" points to a red circle around the "Home" link in the navigation bar. A green box with the text "To return to this screen from another page, click on 'Home' in the WALDO navigation bar above" points to the "Home" link in the navigation bar. The main content area contains a form with fields for Facility ID, Street Address, City, Zip, Owner, Facility Name, and Certificate ID. A "Search" button is located below the form. The footer of the page reads "WALDO - ©DHFS - State of Wisconsin".

**Do NOT** click on the “Home” icon in your tool bar

**Read these instructions!**

**To return to this screen from another page, click on “Home” in the WALDO navigation bar above**

WALDO - ©DHFS - State of Wisconsin

# Navigating in WALDO



***Read these instructions!***

**Do NOT use the “Back” button on your tool bar to go back to a screen you submitted earlier.**

Home

**If you need to go back to a screen you submitted before, click on the Back Button at bottom of screen, (if one is available) or click on the WALDO “Home” button above and start over.**

Search

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